



LBNL eProcurement Requisition Worksheet

Fill-in this form and give it to a PRP Requisition Preparer to enter into the eProcurement system.

Request Defaults

Requester ID (Name):

Requisition Defaults

Item Details

Vendor:

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PCard Suggested (Check for Requisitions <= \$5K that are not restricted items)

Buyer:

(Leave blank unless a buyer asked you to enter their name)

Ship To (other than 69):

Location (Bldg/Rm):

Due Date:

Approver:

Extended Term Details

☐ Extended Term Agreement

(Check to establish a requisition for a new blanket order)

Certifier:

Cert Type:

Begin Date:

End Date:

Prev PO:

Chartfield Defaults

GL Unit: LBNL

Project ID:

Requisition Summary / Special Request (Item Details)

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Sole Source Flag

Reason

1 Description: (Enter item description, project splits, new vendor, and other comments)

Qty:

Unit Price:

Unit of Measure:

Category:

2 Description:

Qty:

Unit Price:

Unit of Measure:

Category:

3 Description:

Qty:

Unit Price:

Unit of Measure:

Category:

4 Description:

Qty:

Unit Price:

Unit of Measure:

Category:

Category Codes

Shaded categories may require EH&S or other approvals prior to purchase

Architect-Engineer Services
Biological Agents
Biological Agents and Toxins, Restricted
Biosafety Cabinets
Building Materials
Chemical Storage Cabinet
Chemicals, Non-Restricted
Chemicals, Restricted
Clothing
Computer, CPU
Computer Hardware (accessories)
Computer Software
Construction Services
Containers, Packaging
Drugs / Precursors
Electrical Supplies
Electronic Equipment
Electronic Supplies
Fabrications
Fasteners, Non-Graded
Fasteners, Graded
Food / Water / Feed
Fuels / Lubricants
Fume Hoods
Furniture / Furnishings
Gas Cabinet
Gases, Non-Restricted
Gases, Hazard/Toxic
Glove Boxes
Hardware & Abrasive
Heat/Ventilation/Air C (air conditioning)
Isotopes / Radioactive
Janitorial Supplies
Laboratory Equipment
Laboratory Supplies
Laminar Flow Hood
Laser Equipment
Landscape/Site Maintenance
Lease, Equipment
Lease, Real Property
Lease To Own
Live Specimens

Maintenance Materials
Maintenance Mechanical
Microwave sources & ovens for laboratory use
Equipment, Office
Office Supplies / Forms
Paint / Coatings
Periodicals, Books
Plant Equipment
Photo, Xerox, Graphic
Plumbing Supplies
Precious Metals
Printing / Bindery
R and D
Raw Material Stock
Refrigerants
Ozone Depleting Substances
Refrigerator / Freezer for flammable liquid storage
Safety Equipment / Supplies - Respiratory protective equipment
Services, Miscellaneous
Services, Advertising
Services, Consultant
Services, Contract Labor
Services, Contract Recruiters
Services, Employment Agency
Services, Freight
Services, Medical / Dental / Vet
Services, Miscellaneous
Services, PSA (Personal Services Agreement)
Services, Telecommunication
Services, UC Labor
Stores
Surplus / Excess
Tools
Utilities, Electric
Utilities, Other
Vehicles / Parts
X-Ray

Sole Source Reasons:

- 1 Unique Capability
- 10 Other
- 2 Compatibility with equipment
- 3 Continued Develop or enhance
- 4 Unusual or compelling urgency
- 5 Industrial Mobilization
- 6 Authorized or required by statute
- 7 International Agreement
- 8 Leader in Field
- 9 National Security

Certification Types:

- >\$ Required Over 5K
- AL Always Required
- NV Never Required
- PN Payment notification